

Section J, Attachment A-6
Contract Data Requirements List (CDRL)

a. Title of Contract, Project, SOW, etc.				b. Contract/RFP No.		c. DRL Date/Mod Date	
Logistics Management Services (LMS), Contractor Quality Control				NNA09281196R			
1. Line item no. Attachment	2. DRD Title Ames Safety Accountability Program Schedule	3. Frequency IAW the SOW	4.As-of-Date	5. 1st subm. date .	6.Copies Electronic	a. type	b. number
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
		8. Distribution <i>(Continue on a blank sheet if needed)</i> Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S-255		9. Remarks 1. Submission of the monthly safety survey/inspections are due no later than the last working day of the month. 2. Submission of the bi-monthly safety meetings sign-in sheet(s) are due no later than the last working day of the month. 3. Submission of the quarterly safety training course(s) sign-in sheets are due no later than the last working day of the quarter.			
a. Title of Contract, Project, SOW, etc.				b. Contract/RFP No.		c. DRL Date/Mod Date	
Logistics Management Services (LMS), Contractor Quality Control				NNA09281196R			
1. Line item no. Attachment	2. DRD Title Contractor Quality Control- Inspection of Services - Fixed Price"	3. Frequency Contract is awarded	4.As-of-Date	5. 1st subm. date .	6.Copies Electronic	a. type	b. number
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
		8. Distribution <i>(Continue on a blank sheet if needed)</i> Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S-255		9. Remarks Submit a Quality Plan (QP) as part of the proposal. The Contractor's QP shall include performance metrics that will be used to audit and track trends in levels of performance and will provide Contractor management with an effective and efficient means of identifying, correcting problems and improving processes throughout the entire scope of operations and will become a part of the contract as an attachment in Attachment			

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1. Line item no. 1 SOW 4.1.1	2. DRD Title Shelf-Life Assessment Report	3. Frequency Quarterly	4.As-of Date	5. 1st subm. date .	6.Copies Electronic	a. type	b. number
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
		8. Distribution (<i>Continue on a blank sheet if needed</i>) Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S-255-3		9. Remarks Submission is due the 10th working day after the end of each quarter to the COTR or designee.			
a. Title of Contract, Project, SOW, etc. Logistics Management Services (LMS), Supply Management Services				b. Contract/RFP No. NNA09281196R		c. DRL Date/Mod Date	
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
		8. Distribution (<i>Continue on a blank sheet if needed</i>) Task Manager, Code JSL, M/S 255-3 and/or COTR, Code J___-M/S __		9. Remarks Prepare and submit the Alert, Safe Alerts, and Problem Advisory Report, to the COTR or designee.			
1. Line item no. 6 SOW 4.1.1	2. DRD Title Linen, Store Stock/JIT Supplies Laundry Services	3. Frequency Per request	4.As-of-Date	5. 1st subm. date	6.Copies	a. type Electronic	b. number 1
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
		8. Distribution (<i>Continue on a blank sheet if needed</i>) Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S 255-3		9. Remarks Submittal of reports are on an as needed basis when requested by the COTR.			

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1. Line item no. 2 SOW 4.2.3	2. DRD Title Annual Survey Status/Inventory Report for Equipment	3. Frequency Annually	4.As-of-Date April 10	5. 1st subm. date	6.Copies	a. type Electronic	b. number 1
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
8. Distribution (<i>Continue on a blank sheet if needed</i>) Task Manager, Code JSL, M/S 255-3 and/or COTR, Code J___-M/S ___		9. Remarks Prepare and submit to the SEMO and/or COTR, the Annual Inventory Report covering the results of physical inventory activities during the preceding calendar year.					
a. Title of Contract, Project, SOW, etc. Logistics Management Services (LMS), Janitorial Services				b. Contract/RFP No. NNA09281196R		c. DRL Date/Mod Date	
1. Line item no. 1 Section 4.4	2. DRD Title Janitorial Services Report	3. Frequency Monthly	4.As-of-Date	5. 1st subm. date	6.Copies	a. type Electronic	b. number 1
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
8. Distribution (<i>Continue on a blank sheet if needed</i>) Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S 255-3		9. Remarks Submittal to the COTR or designee no later than the monthly invoice.					

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a. Title of Contract, Project, SOW, etc. Logistics Management Services (LMS), Refuse Services				b. Contract/RFP No. NNA09281196R		c. DRL Date/Mod Date	
1. Line item no. 1 Section 4.5.1	2. DRD Title Refuse Report	3. Frequency Monthly	4.As-of-Date	5. 1st subm. date	6.Copies Electronic	a. type	b. number 1
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
8. Distribution <i>(Continue on a blank sheet if needed)</i> Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S-255-3		9. Remarks Submittal is due no later than first business day following the reporting period with the monthly invoice to the COTR/designee					

a. Title of Contract, Project, SOW, etc. Logistics Management Services (LMS), Recycling Services				b. Contract/RFP No. NNA09281196R		c. DRL Date/Mod Date	
1. Line item no. Section 4.5.2	2. DRD Title Recycle Services Report	3. Frequency Monthly	4.As-of-Date	5. 1st subm. date	6.Copies Electronic	a. type	b. number 1
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
8. Distribution <i>(Continue on a blank sheet if needed)</i> Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S 255-3		9. Remarks Submission to the COTR no later than the monthly invoice.					

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a. Title of Contract, Project, SOW, etc. Logistics Management Services (LMS), Shipping, Receiving, Mail and Re-Distribution				b. Contract/RFP No. NNA09281196R		c. DRL Date/Mod Date	
1. Line item no. 1 Section 4.6.1	2. DRD Title Export Documents (ARC 66)	3. Frequency Per Occurrence	4.As-of Date	5. 1st subm. date	6.Copies	a. type	b. number 1
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution <i>(Continue on a blank sheet if needed)</i> Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S 255-3		9. Remarks Submission of completed form, ARC 66 to the Export Control Office for international shipments.				
1. Line item no. 2 Section 4.6.3	2. DRD Title Rejection & Delinquency (R&D) Reports (ARC-276), Disposition Report (DISREP), Report Of Discrepancy (ROD)	3. Frequency Per Occurrence	4.As-of Date	5. 1st subm. date	6.Copies	a. type Electronic	b. number 1
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution <i>(Continue on a blank sheet if needed)</i> Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S 255-3		9. Remarks Reports shall be prepared for all receipts when appropriate. The Reports of Discrepancy (ROD) shall be processed within thirty-six (36) hours of receipt.				
1. Line item no. 3 Section 4.6.3	2. DRD Title FedEx/UPS Reconciliation Report	3. Frequency Weekly	4.As-of Date	5. 1st subm. date	6.Copies	a. type Electronic	b. number 1
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution <i>(Continue on a blank sheet if needed)</i> Task Manager, M/S 255-3 and/or COTR, M/S 255-3 Financial Mgmt. 203/18		9. Remarks Report shall be developed and maintained on an excel spreadsheet and submitted electronically to COTR/designee and Finance/Accounts Payable on a weekly basis.				

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a. Title of Contract, Project, SOW, etc. Logistics Management Services (LMS), Fleet Management Services				b. Contract/RFP No. NNA09281196R		c. DRL Date/Mod Date	
1. Line item no. 1 Section 4.7	2. DRD Title Equipment Operations Certification	3. Frequency Upon Occurrence	4.As-of-Date	5. 1st subm. date	6.Copies	a. type Electronic	b. number 1
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S 255-3			9. Remarks Submittal to the VTO two (2) and copies of all required equipment certifications are NLT one (1) week following completion of each certification.			
1. Line item no. 2 Section 4.7.1	2. DRD Title GSA Mileage Report	3. Frequency Monthly	4.As-of-Date	5. 1st subm.	6.Copies	a. type	b. number 1
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S 255-3			9. Remarks Submission to the COTR/designee, a hard copy GSA web-based Monthly Motor Vehicle Mileage Usage Report. This Mileage Report is due NLT the last business day of each month. A hard copy shall be generated and retained. A sample of the mileage report is shown in Section J.			

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Contract Data Requirements List (CDRL)

a. Title of Contract, Project, SOW, etc. Logistics Management Services (LMS), Fleet Management Services				b. Contract/RFP No. NNA09281196R		c. DRL Date/Mod Date	
1. Line item no. 3 Section 4.7.1	2. DRD Title Vehicle Productivity Report	3. Frequency Monthly	4.As-of-Date	5. 1st subm. date	6.Copies	a. type Electronic	b. number 1
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S 255-3			9. Remarks Submittal to the COTR/designee a monthly vehicle EXTRA FLEET® database system report no later than the third business day following the month being reported (a sample is provided in Attachment A).			
1. Line item no. 4 Section 4.7.1	2. DRD Title California State Required Fuel Smog and Smoke Test and Reports	3. Frequency Annually	4.As-of-Date	5. 1st subm. date	6.Copies	a. type Electronic	b. number 1
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S 255-3			9. Remarks Develop an annual schedule to be approved by COTR/designee for required vehicle smog and smoke tests. Submit and prepare and a completed Form 79-21 or an equivalent form prescribed by the Bureau is due no later than the last business day of December each year.			

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a. Title of Contract, Project, SOW, etc. Logistics Management Services (LMS), Fleet Management Services				b. Contract/RFP No. NNA09281196R		c. DRL Date/Mod Date	
1. Line item no. 6 Section 4.7.5	2. DRD Title Federal Automotive Statistical Tool (FAST) Report	3. Frequency Annually	4.As-of-Date	5. 1st subm. date	6.Copies	a. type Electronic	b. number 1
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
8. Distribution <i>(Continue on a blank sheet if needed)</i> Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S 255-3		9. Remarks Submission of the Department of Energy web-based FAST report to the VTO in accordance with NFS 1852.223-76.					
1. Line item no. 7 Section 4.7.1	2. DRD Title OMB Budget Report	3. Frequency Annually	4.As-of-Date	5. 1st subm. date	6.Copies	a. type Electronic	b. number 1
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
8. Distribution <i>(Continue on a blank sheet if needed)</i> Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S 255-3		9. Remarks Submittal to the COTR/designee an OMB Budget Report that contains fiscal data on ARC's motor vehicle fleet.					

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a. Title of Contract, Project, SOW, etc. Logistics Management Services (LMS), Fleet Management Services					b. Contract/RFP No. NNA09281196R		c. DRL Date/Mod Date	
1. Line item no. 9 Section 4.7.1	2. DRD Title Motor Vehicle Cost Per Mile	3. Frequency Quarterly	4.As-of-Date	5. 1st subm. date	6.Copies	a. type	b. number	
					Electronic		1	
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request								
8. Distribution (<i>Continue on a blank sheet if needed</i>) Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S 255-3		9. Remarks Submit and complete to the VTO a Motor Vehicle Cost Per Mile Report no later than the twentieth (12) day following each quarter in accordance with NPD 6000.1B.						
1. Line item no. 10 Section 4.7.1	2. DRD Title Vehicle Inspection Report	3. Frequency Weekly	4.As-of-Date	5. 1st subm. date	6.Copies	a. type	b. number	
					Electronic		1	
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request								
8. Distribution (<i>Continue on a blank sheet if needed</i>) Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S 255-3		9. Remarks Submit and prepare to the VTO a consolidated Vehicle Inspection Report of vehicle inspections performed during a week. This report is due no later than first business day following the reporting period.						
1. Line item no. 11 Section 4.7.5	2. DRD Title Fuel Usage Report	3. Frequency Monthly	4.As-of-Date	5. 1st subm. date	6.Copies	a. type	b. number	
						Electronic	1	
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request								
8. Distribution (<i>Continue on a blank sheet if needed</i>) Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S 255-3		9. Remarks Submittal to the VTO the fuel report to include propane, diesel, and unleaded fuel usage report that is due on the tenth working day after the end of each month.						

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Contract Data Requirements List (CDRL)

a. Title of Contract, Project, SOW, etc. Logistics Management Services (LMS), Fleet Management Services				b. Contract/RFP No. NNA09281196R		c. DRL Date/Mod Date	
1. Line item no. 12 Section 4.7.1	2. DRD Title Record Maintenance	3. Frequency Upon Request	4.As-of-Date	5. 1st subm. date	6.Copies	a. type Electronic	b. number 1
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
8. Distribution (<i>Continue on a blank sheet if needed</i>) Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S 255-3			9. Remarks Submittal of latest vapor recovery test results/forms and make records available upon request.				

a. Title of Contract, Project, SOW, etc. Logistics Management Services (LMS)				b. Contract/RFP No. NNA0921196R		c. DRL Date/Mod Date	
1. Line item no. 8 Section 4.7.7	2. DRD Title ACAP Shuttle Bus Usage Report	3. Frequency Monthly	4.As-of-Date	5. 1st subm. date	6.Copies	a. type Electronic	b. number 1
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
8. Distribution (<i>Continue on a blank sheet if needed</i>) Task Manager, Code JSL, M/S 255-3 and/or COTR, Code JSL-M/S 255-3			9. Remarks Submission to include a bar graph depicting passenger usage of the ACAP system by month to the COTR/designee no later than the fifth (5) working day following the reporting period.				

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a. Title of Contract, Project, SOW, etc. Logistics Management Services (LMS)				b. Contract/RFP No. NNA0921196R		c. DRL Date/Mod Date	
1. Line item no. 1 SOW	2. DRD Title Initial Financial Management Report (NASA Form 533I)	3. Frequency Once	4.As-of-Date	5. 1st subm. date 10 days after contract award	6.Copies	a. type Electronic	b. number 4
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) COTR Code JSL, M/S 255-3 CO Code JAC, M/S 241-1 Financial Management Div., Code CFS, M/S 203-18 Resource Management Office, Code CR, M/S 237-9			9. Remarks Submittal is due ten (10) working days after contract award date			
1. Line item no. 2 SOW	2. DRD Title Monthly Financial Management Report (NASA Form 533M)	3. Frequency Monthly	4.As-of-Date	5. 1st subm. date	6.Copies	a. type Electronic	b. number 4
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
	8. Distribution (<i>Continue on a blank sheet if needed</i>) COTR Code JSL, M/S 255-3 CO Code JAC, M/S 241-1 Financial Management Div., Code CFS, M/S 203-18 Resource Management Office, Code CR, M/S 237-9			9. Remarks First submittal is due ten (10) working days after the first month in which contract was awarded. The monthly submittal is due 10 working days after end of month being reported.			

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a. Title of Contract, Project, SOW, etc. Logistics Management Services (LMS)				b. Contract/RFP No. NNA0921196R		c. DRL Date/Mod Date	
1. Line item no. 3 SOW	2. DRD Title Quarterly Financial Management Report (NASA Form 533Q)	3. Frequency Quarterly	4. As-of Date	5. 1st subm. date	6. Copies	a. type Electronic	b. number 4
7. Data type: <input type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request							
8. Distribution <i>(Continue on a blank sheet if needed)</i> COTR Code JSL, M/S 255-3 CO Code JAC, M/S 241-1 Financial Management Div., Code CFS, M/S 203-18 Resource Management Office, Code CR, M/S 237-9		9. Remarks Submittal is due not later than the fifteenth (15) of the month after the quarter being reported					